



UNIVERSITY OF  
**SOUTH CAROLINA**

AMENDMENT NO. 1 TO SOLICITATION

TO: ALL VENDORS

FROM: Charles Johnson, Procurement Manager

SUBJECT: SOLICITATION NUMBER: USC-FPB-3054-CJ

DESCRIPTION: Travel Agency Services

DATE: November 29, 2016

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This Amendment No. 1 modifies the Fixed Price Bid only in the manner and to the extent as stated herein.

**Vendor Questions and Answers**

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BIDDER SHALL ACKNOWLEDGE RECEIPT OF AMENDMENT NO. 1 IN THE SPACE PROVIDED BELOW AND RETURN IT WITH THEIR BID RESPONSE. FAILURE TO DO SO MAY SUBJECT BID TO REJECTION.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name of Offeror

\_\_\_\_\_  
Date

**THE FOLLOWING QUESTIONS WERE RECEIVED FROM VENDOR A:**

**QUESTION 1:** Why are doing a travel review now?

**ANSWER:** We are conducting a fixed price solicitation to ensure all travel agencies fees are consistent

**QUESTION 2:** Will the university mandate and consolidate all travel to go through one Travel Management Company-agents and the online booking tool?

**ANSWER:** No - as stated in the solicitation - Section III Scope of Work/Specifications “Travelers of the University are not restricted to using an approved Travel Agency (Contractor); they are allowed to purchase their tickets directly with the airlines or other agencies.”

**QUESTION 3:** Do you have the buy in from senior executives to mandate?

**ANSWER:** There is no mandate.

**QUESTION 4:** What is the total domestic and international air spend?

**ANSWER:** The total domestic and international air fees paid to Travel Agencies in the last 12 months is \$84K. (airfare – not including fees - \$1.5M)

**QUESTION 5:** What is the total hotel spend ?

**ANSWER:** The scope of work does not include hotels.

**QUESTION 6:** Does this volume include air volume and hotel from all the travel agencies you are currently booking through?

**ANSWER:** The volume above (answer to question # 4) only includes air.

**THE FOLLOWING QUESTIONS WERE RECEIVED FROM VENDOR B:**

**QUESTION 1:** We could not find any transaction volumes for domestic transactions, international transactions and rail transactions. Can the University provide annual estimates for these transactions?

**ANSWER: There were 2799 tickets purchased in the last 12 months; this included both domestic and international.**

**QUESTION 2:** Does the University define what a transaction is for purposes of applying the transaction fee? Is it per ticket or per itinerary?

**ANSWER: Per itinerary.**